

# COastal Management and MOnitoring Network

*for tackling marine litter in Mediterranean sea*



**WP4 -Output 4.1: Training activities for local stakeholders to introduce marine litter management in ICZM plans**

**Activity 4.1.1 Designing the Training Plan on the application of an ecosystem approach of ICZM for managing ML**

**Final version September 2020 by INSTM**

## 1. Introduction-Aim of Task

COMMON project (**CO**astal **M**anagement and **M**onitoring **N**etwork for tackling **marine litter in Mediterranean Sea**), is funded by the European Union under the ENI CBC MED programme, this project aims to tackling Marine Litter (ML) using the principles of Integrated Coastal Zone Management (ICZM) in 5 pilot coastal areas in Italy, Tunisia and Lebanon, in order to develop use and monitor the resources and promote an effective participatory approach involving stakeholders and local communities, with the ambition to test a model possibly transferable throughout the whole Mediterranean basin.

The project is composed by 5 Work Packages. INSTM (as PP1) is a leader of WP4 (**Institutional capacity building in tackling marine litter throughout ICZM plan**). The first aim of WP4 is to build a cross border capacity to the coastal institutional staff and all relevant stakeholders of the 5 target areas concerning ICZM planning. These will be released respecting an ecosystem approach focused on tackling the problem of Marine Litter at local level, through good practices, active policies and the involvement of local communities.

In this regard, this task (Activity 4.1.1 Designing the Training Plan on the application of an ecosystem approach of ICZM for managing ML) aims to define a training plan for the project and efficiently organize and implement the Capacity Building Workshops that are going to take place in 5 pilot areas within the framework of WP4 of COMMON project.

The five pilot areas are located in **Italy**: Maremma (Tuscany), Salento (Apulia), **Tunisia**: Kuriate Island, Monastir, **Lebanon**: Tyre Nature Reserve. In each one, five training workshops will be organized. The Capacity Building Workshops design will be presented during preliminary meeting at the 5 Local Working Groups (LWG) (1/per area) that will be established and managed by at least one partner per area. The LWG will be composed of local policy makers, institution representatives and staff or experts of municipalities, regions, environment agencies, wastes agencies, marine protected areas and other relevant stakeholders.

A set of workshops will be organized to ensure an effective participation of key policy stakeholders (A 4.1.3). The relevant steps of the project are mainly related to the monitoring of ML sources and impact on marine ecosystems. The workshops aim is designing an effective participatory approach involving relevant stakeholders and local communities and pulling out legal recommendations for improved management of ML and governance of targeted coastal areas.

Legislative frameworks, ML data and impact (socio-economic and environmental) and ICZM planning will be training subjects, as well as the community involvement approach; both policy and technical aspects will be discussed. Project partners, with



different roles, will cooperate together in organizing 5 workshops in each pilot area (25 total), addressed to LWG members (at least 10 members) with both formal and non-formal training method.

These workshops will target topics related to the foreseen pilot areas and based on the needs of identified participants with emphasis on creating competent local partnerships.

This WP will also contribute to transfer lessons learned throughout the COMMON activities in WP3 and WP5 with meetings dedicated to share acquired experience. In this regard, 2 training sessions will be organized in each involved country during the 2nd and 3rd year of project for transferring knowledge about tackling ML using ICZM approach and tools in the local decision-making process and for monitoring actions. The training sessions will be opened to policy makers at local, regional and national levels who can contribute in managing and reducing the ML and its impact (A. 4.3.1). The project foresees the creation of a permanent network of cities and towns working on marine litter issue, involving third parties a part from coastal cities involved in the project. We expect the formal involvement at least 30 Mediterranean coastal cities engaged in ML disposal and in developing the network.

After training needs analysis at Mediterranean level, a common training plan for the 5 pilot areas will be defined, but with a special regard for the 5 local situations. A right balance between the necessity to have a replicable strategy at basin level and the willingness to meet the local needs will be considered. The training plan will fix the topics of discussion, the training materials, the timing of activities, the evaluation methodologies and the details of training meetings.

Workshops messages and materials will help participants to memorize the key principles and will remain available at their disposal after the project's end, since they will be part of this training plan in O.4.1 and they will be available at the COMMON project website, assuring sustainability of knowledge in local communities, as well as for other MED areas.

#### The outputs of the task are:

- 25 Workshops for different local public audience (5 per region)
- Materials for workshops and for future use by the participants in 9 different topics, Litter Management, MSP (Marine Spatial Planning) and ICZM Tools, Stakeholders involvement, Geospatial tools for MCPA (Marine Coastal Protected Areas), Fishermen involvement, Legislation, Awareness), in 3 languages (3 sets of training material are expected, one with national language under the responsibility of the national partner, and one in English under the responsibility of WP4 leader).





### This document:

- Provides guidelines to the consortium partners on the organization, implementation, evaluation and reporting of the Capacity Building Workshops in their region.
- Indicates the target audience and the identified Capacity Building Workshops topics.
- Provides a checklist for the tasks to be undertaken for the Capacity Building Workshops implementation.
- Drafts a time plan for tasks achievement.

## 2. Scope of the workshops

The Capacity Building Workshops aim to enhance the local capacity with regard to the pilot project's thematic areas and to provide participants knowledge on marine litter monitoring, management, and tackling as well as understanding legislation, funding, communication and stakeholders' motivation. Participants will be also provided guidelines on the needed steps to be followed to implement efficiently sustainable marine litter tackling plan in their regions.

## 3. Target Audience

The capacity building workshops' key target groups include:

- Local Public Authorities: of public bodies in charge of marine litter management (wastes agencies, city council members, local and regional authorities, municipalities' staff, technical staff)
- Institutional stakeholders.
- Fishermen representatives
- Fishermen and aquaculture farmers.
- School headmasters, administrative managers and teachers.
- Third sector entrepreneurs and tourist sea services (diving centres, renting boats..)
- Accommodation and tourist facilities operators (restaurant/bar owners, hotel manager..)
- Local and regional environmental organizations.
- All other members of LWGs, to be equipped with the information they need to consider when taking decisions about marine litter management in their city/municipality.

#### 4. Capacity Building Workshops topics

The following table represents the different topics identified by INSTM/COMMON WP4 team and to be discussed with LWGs before the final validation of the training plan.

Topics of capacity building workshops		
Topic	Content of the materials	Target
<b>1. Integrated Coastal Zone Management (ICZM) : Definition, Usefulness and Applicability</b>	1. Definition of ICZM 2. Usefulness of ICZM 3. Applicability of ICZM	1. Researchers, 2. Local Public Authorities municipality, 3. Wastes agencies,
<b>2. Application of the ecosystem approach of ICZM for Marine Litter Management</b>	1. Definition of Marine Litter 2. Definition of the ecosystem approach of ICZM 3. How to use the ecosystem approach for Marine Litter Management	1. Researchers, 2. Local Public Authorities, municipality 3. Wastes agencies,
<b>3. Marine litter: what danger for MPA, RAMSAR zones and endangered species?</b>	1. Role and interests of MPAs, RAMSAR areas in the conservation of biodiversity and endangered species 2. Marine litter in MPAs and RAMSAR areas ,	1. Researchers, 2. National, regional and Local Public Authorities, ministry municipality 3. wastes agencies,

<p><b>4. Innovative strategy for marine litter management</b></p>	<ol style="list-style-type: none"> <li>1. Definition and danger of marine litter</li> <li>2. DPSIR approach to manage marine litter pollution</li> <li>3. SMILE project study case</li> <li>4. Marine litter collect techniques</li> <li>5. Innovative approach to non-recyclable and recyclable waste</li> </ol>	<ul style="list-style-type: none"> <li>• Local/regional authorities, municipality representatives and institutional stakeholders</li> </ul>
<p><b>4a- Circular economy approach to tackle marine litter at its source</b></p>	<ol style="list-style-type: none"> <li>1. Definition of circular economy</li> <li>2. The 4R of waste management (Reduction, Reuse, Recycling and Recovery)</li> <li>3. How can circular economy tackle marine litter at its source?</li> </ol>	<ol style="list-style-type: none"> <li>1. Wastes agencies</li> <li>2. Young entrepreneurs</li> <li>3. Students and Recent Graduates</li> </ol>
<p><b>5-Management of Marine Pollution legislation</b></p>	<ol style="list-style-type: none"> <li>1. Learn about the legal, institutional and economic framework relating to the fight against marine pollution</li> <li>2. Solid waste management of industrial units: Good waste management practices in the company</li> <li>3. European Legislation.</li> <li>4. Waste management performance records and monitoring</li> <li>5. Introduction of the fundamental principles of the management of marine hazardous waste</li> <li>6. Improve technical, theoretical and practical knowledge and know modern techniques in</li> </ol>	<ol style="list-style-type: none"> <li>1. Local and regional authorities,</li> <li>2. Municipality representatives</li> <li>3. Institutional stakeholders</li> </ol>



	the field of sustainable management, treatment and monitoring of marine litter.	
<b>6-Conscious entrepreneurship for tourist facilities operators</b>	<ol style="list-style-type: none"> <li>1. Definition and advantages of bio-plastic and recycled materials</li> <li>2. Eliminate single use product in favor of bioplastics or recycled materials : guidelines for the transition and examples of good results</li> <li>3. Enhancing and promoting of a sustainable tourism</li> <li>4. Examples of eco-friendly tourism activity and guidelines to conversion and/or renovation</li> </ol>	<ul style="list-style-type: none"> <li>• Accommodation and tourist facilities operators (restaurant/bar owners, hotel manager...)</li> </ul>
<b>6a-Promotion of eco-friendly sea services</b>	<ol style="list-style-type: none"> <li>1. Efficient community involvement: good practices to enjoy the sea, respects of the roles on boats and underwater</li> <li>2. Economically and ecologically advantages from involvement to fight against marine pollution: guidelines from artisanal fishing ethical code</li> <li>3. Establish good practices on land and on boat to protect the sea: GHOST project good</li> </ol>	<ul style="list-style-type: none"> <li>• Third sector entrepreneurs and tourist sea services (diving centers, renting boats..)</li> </ul>



	<p>practice codex (to limit the dispersal of fishery and aquaculture material)</p> <p>4. Share and spread good practices for the management of marine litter</p> <p>5. eco-tourism</p> <p>6. Environmental and business implications of marine pollution</p> <p>7. Improve cleaning action at local scale</p>	
<p><b>7- Promotion of eco-friendly fishing and aquaculture</b></p>	<p>1. Show the danger degree of plastic waste in the marine environment and the impact on biodiversity and fishery resources: using official data of worst situations</p> <p>2. Show eco-friendly options and innovative gears for fisheries and aquaculture sector</p> <p>3. Raise this community's awareness on the importance of their involvement</p>	<ul style="list-style-type: none"> <li>• Fishermen and aquaculture farmers</li> </ul>
<p><b>8- Promotion of eco-friendly school model</b></p>	<p>1. Promotion of educational project about marine litter and single use plastic reduction</p> <p>2. Eco-friendly school management : local case studies and good practices (e.g. school food and beverage services)</p>	<ul style="list-style-type: none"> <li>• School managers, administrative managers and teachers</li> </ul>







During the training, it is important that the participants are informed about the methodologies/applications/solutions which might be applicable to the local areas, the under development pilot projects, and within the interest of the public authorities.

A short introduction about basic principles/approaches of the project, when applicable, main benefits of societies, with reference to the alternative technologies/solutions for tackling marine litter, critical economic and technical considerations which may affect the decision making process, example case studies of ML management could be presented.

A list of useful resources where the participants may find further technical information, practical guides, legislation issues, existing examples or best cases from relevant applications in the public sector across the Mediterranean could be greatly useful.

## 5. Organising the trainings

25 workshops will be implemented in the 5 pilot areas of the project as presented in the following table:

Country - Region	Responsible Partner	Workshops Topics
Italy	Maremma	1. Integrated Coastal Zone Management (ICZM) : Definition, Usefulness and Applicability 4. Innovative strategy for marine litter management 6. Conscious entrepreneurship for tourist facilities operators 6a. Promotion of eco-friendly sea services 8. Promotion of eco-friendly school model





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Italy	Puglia	<p>4. Innovative strategy for marine litter management.</p> <p>6. Conscious entrepreneurship for tourist facilities operators</p> <p>6a. Promotion of eco-friendly sea services</p> <p>7. Promotion of eco-friendly fishing and aquaculture</p> <p>8. Promotion of eco-friendly school model</p>
Tunisia	Monastir	<p>4a. Circular economy approach to tackle marine litter at its source</p> <p>5. Management of Marine Pollution legislation</p> <p>6a. Promotion of eco-friendly sea services</p> <p>7. Promotion of eco-friendly fishing and aquaculture</p> <p>8. Promotion of eco-friendly school model</p>
Tunisia	Kuriat Island (MCPA)	<p>1. Integrated Coastal Zone Management (ICZM) : Definition, Usefulness and Applicability</p> <p>2. Application of the ecosystem approach of ICZM for Marine Litter Management</p> <p>3. Marine litter: what danger for MPA, RAMSAR zones and endangered species?</p> <p>4. Innovative strategy for marine litter management</p> <p>6. Conscious entrepreneurship for tourist facilities operators</p>
Lebanon	Tyre Coast	<p>2. Application of the ecosystem approach of ICZM for Marine</p>

		<p>Litter Management</p> <p>3. Marine litter: what danger for MPA, RAMSAR zones and endangered species?</p> <p>4a. Circular economy approach to tackle marine litter at its source</p> <p>6. Conscious entrepreneurship for tourist facilities operators</p> <p>8. Promotion of eco-friendly school model</p>
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## RECOMMENDATIONS

### 5.1. Capacity Building Workshop/Training workshop outline

The objective of the training is to raise awareness of the basic principles behind different technologies among the public and to assist them in assessing the situation and in making the best choice among different proposed solutions. For the efficient implementation of the capacity building workshops, the following outline for the trainings is recommended:

- > **Course Contents:** terminology, alternative technologies/solutions, advantages and disadvantages, technical considerations/barriers, economical/environmental aspects, case studies, decision making process, resources/use fullinks.
- > **Training materials:** e.g. presentations (ppt), training material (pdf file), extended list of further resources and links for case studies/good examples from other local authorities in EU. Materials will be provided by the expert who will be chosen by each partner apart.
- > **Training approach/methods and tools:** “classroom” presentations with experienced trainer, analysis of examples, appropriate visual materials, discussion/group discussion.
- > **Trainers profile and training:** expert(s) on the specified topic, more than 3 year’s experience in the field (either as a trainer or as a technician). Trainers will have access to the whole training material and will be supported by local (pilot area) leaders and experts.
- > **Evaluation-Reporting:** the participants’ feedback is very important for the improvement of future workshops. An evaluation form will be distributed at the





end of each workshop. Filled evaluations will be collected by the workshop organizer and analyzed by the national partners.

## 5.2. Duration

The suggested duration of each workshop will be from 1 to 2 days, depending on the topic and the participants' expertise level.

## 5.3. Timing Location

Consortium partners have to find the appropriate seminar location and the required infrastructure as well as to set the accomplishment date of the workshop within the given time plan. Consider which dates/timing during the day will work for your target audience. The number of potential participants will influence your choice for the appropriate location; choose a place that is convenient and reachable. Small scale events will be more productive than large ones specifically if there is a very diverse audience.

Considering the restrictions situation caused by the pandemic, the preliminary meeting and workshops are reported in September. The feedback will be organized in an online version.

## 5.4. Training Material

The capacity building workshops are based on the eight topics outlined above. For each topic, training materials have been developed by a dedicated Expert Working Group (WP4), including guides, presentations (ppt slides), list of further resources, good examples from other local authorities in the MED and best Practices included at the project's platform. Trainers' handouts can be developed according to the contents of each training material, focusing on the most essential parts of each chapter.

The training materials should be translated and adapted to the local/national needs and to the valid legislation/normative framework.

## 5.5. Motivation

How the target audience will be motivated to participate? Such questions should be adequately addressed before contacting them. A list of the possible arguments follows:

- ❑ Learn about ICZM potential solutions when initiating specific actions for tackling marine litter; identify critical steps on decision making to set up the best practices for sustainable fisheries and tourism services at local projects, which will also prove to be useful, for reelection purposes, during the next political





campaign (this applies to the municipality members).

- ❓ Gain technical knowledge on how to apply successful practices/technologies to reduce the marine litter in the beaches, ecofriendly fishing and aquaculture and innovative tools for marine litter management.
- ❓ Gain knowledge on how to improve access to structural funds for sustainable and ecofriendly projects and for investments in the community.
- ❓ Get informed on the existing legislation and funding opportunities
- ❓ Learn from better practices implemented by other local authorities

## 6. Implementing the workshops

### 6.1. Structure of the training

An indicative structure of the training follows:

Structure	Duration (min)
Introduction – scope of the workshop	15
Marine litter tackling initiative, scope, activities and COMMON project	35
Technical part-presentation	90 - 180
Case study analysis	45-90
Discussion - Brainstorming session	45-90
Conclusions	20
Evaluation – Feedback from participants	15

### 6.2. Training approach

The training will include classroom instruction and presentation of case studies and practical examples with an overall goal to providing new ideas and technical knowledge. Trainers should pay attention to the participants understanding level and to resiliently adapt to it. The following points should be taken into consideration for effective lecturing:

- Exchanging with the participants to confirm understanding;





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- Practical examples of different technologies and systems to enhance their knowledge;
- Resources for further knowledge;
- Brainstorming session;
- Discussions between participants.

It's important to ensure an active implication of participants during the training workshop, which can refer to their own experience. Getting everyone involved is the key to a successful workshop.

- Create a list of main points to discuss, and break down into critical details that you want to communicate to your audience.
- Facilitate the discussion between the participants, mix up the different profiles. By encouraging them to interact they can learn to look at things from different perspectives.
- Note down the different ideas and considerations expressed by the participants, then let the group the opportunity to discuss, evaluate and prioritize them.

Such experiential learning gives to participants the opportunity to develop their skills and supports them to making decisions.

### 6.3. Infrastructure-Equipment

For the lectures the following equipment might be useful:

- Computer/laptop (if required with internet access)
- Data projector
- Laser pointer
- White board and markers
- Audio Video equipment (if necessary)
- Microphone (if the room is large/ large number of participants)

### 6.4. Discussion Topics

What will be the discussion topics during the capacity building workshops? Prepare a list of well targeted discussion topics in order to lead to productive discussions. Indicative:

- Local Environmental Strategy – In what sense can the topic of the workshop contribute to the implementation of the Local Environmental Strategy and the specific pilot cases in the area?
- Priorities and existing local potentials; how can the practices/technical solution proposed be tailored to the priorities and the local needs?



- Do the methodologies/technical solutions presented during the workshop fit the local community/citizens needs?
- Obstacles, barriers that may be hindering the efficient implementation of the technical solution and how to overcome them.
- Funding opportunities and other financial issues
- Feasibility and Sustainability of the proposed solutions

### 7. Evaluation

An evaluation form is the way to find out if the workshop was successful and to receive feedback for future improvement. At the end of each workshop the participants will be asked to fill in a simple evaluation form.

Analyzing the questionnaire’s answers, partners will gain useful information about the impact of the workshop and potential areas to be improved.

### 8. Time plan

STEPS	2020				2021												2022					
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	
Translation and adaptation of materials	█	█	█																			
Organization of the workshops	█	█	█	█	█																	
Implementation				█	█	█	█	█	█	█	█	█	█	█								
Reporting														█	█	█	█	█	█	█	█	█





## 9. Reporting –Templates

Find attached templates useful for the implementation and the reporting of the capacitybuilding workshops.

*Keep minutes in national language, workshop announcement, workshop's program, presentations, photos, lists of participants' signatures, evaluation forms.*

The following templates have been prepared by the WP leader:

- > Signature List
- > Workshop Program
- > Reporting template
- > Evaluation form





## APPENDICIES

- **Certificat**
- **Evaluation form**
- **Signature**
- **Reporting template**





- **CERTIFICAT**





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# CERTIFICATE

of participation awarded to

\_\_\_\_\_

Attended and participated in the training course

\_\_\_\_\_

 SIGNATURE of the Partner Coordinator

 SIGNATURE of the Program Officer

 SIGNATURE of the Lead beneficiary





• EVALUATION FORM



EVALUATION FORM

Thank you for attending this workshop within the frame of the COMMON project We would appreciate if you could take a few minutes to complete our workshop evaluation form. This information will help us to improve future workshop

Workshop topic: .....

Municipality/region: .....

Date: .....

Country: .....

Please note the type of your organization

- Regional or local public authorities
Environment and wastes agencies
Municipality
Civil society organisations
Researchers
Fishermen and cooperatives
Economic operator
Student
Citizen
Others

Please rate the of workshop, using a scale from 1 to 5 (1: Poor, 2: Fair, 3: Good, 4: Very good, 5: Excellent)

• OVERALL EVALUATION

Table with 5 columns: Poor, Fair, Good, Very good, Excellent. Rows include questions about workshop appreciation, significant input, and content expectations.





• **ORGANISATION**

	Poor	Fair	Good	Very good	Excellent
Welcome and registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• **TRAINING:**

	Poor	Fair	Good	Very good	Excellent
The topic was relevant and of interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content consistent with objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the content meet you expectation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The discussion session was fruitful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The best practice example presented was inspiring and useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• **WORKSHOP HANDOUTS:**

	Poor	Fair	Good	Very good	Excellent
Supported presentation material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided useful additional information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were clear and well-organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• **SPEAKERS**

	Poor	Fair	Good	Very good	Excellent
Knowledgeable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speakers presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsive to participants' questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The presenter connected with the group and made people feel comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In your view is there anything that we should improve in future workshops?

.....





Do you have any additional comments or suggestions?

.....  
.....  
.....

Would like to receive information about future event like this?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Participant's name (optional):**

.....









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• **SIGNATURE SHEET/Participants List**

Preliminary WGs meeting

Place.....

Date .....

   <div style="border: 1px dashed black; padding: 5px; float: right; width: 100px; text-align: center;">PARTNER LOGO</div> 						
NAME	POSITION	ORGANISATION /NEWSPAPER	E-MAIL	GENDER	AGE (choose between 18-24, 25-34, 35-44)	SIGN



# COastal Management and MOnitoring Network

*for tackling marine litter in Mediterranean sea*



## **NAME OF THE TRAINING WORKSHOP SUMMARY REPORT**

Insert here a relevant photo of the training

**Date (day/ month/ year)**

**Place**







## WP4 -Output 4.1: Training activities for local stakeholders to introduce marine litter management in ICZM plans


### Training Workshops -Summary Report

#### WORKSHOP TOPIC

#### DATE, MUNICIPALITY/REGION - COUNTRY

by :

Your logo here



Name of the partner  
Address of the partner  
Email:

#### Date and venue

The “name” training-workshop took place on **date day-month-year** at **place** in **City, country**.

#### Training team

The members of the training team were “**names and function of each member with brief description of the rated role in the training.**”

#### Agenda

The training team agreed a draft agenda prior to the training-workshop (attached as Annex 1), which was approved by “**partner name**”, as follows:

#### Day 1



- Session 1

- Session 2

### Day 2

- Session 1

- Session 2

### Day 3

- Session 1

- Session 2

**Add here a copy of the workshop's programme**

## Participants

The training-workshop was attended by **number in letters (number)** agencies : “name the affiliations”. The list of participants is attached as Annex 2. **You can add some relevant photos.**

**Add copy of the participants' signatures sheet**

## The training-workshop

The training-workshop was opened with

Brief description of each session

After the lunch break

Brief description of each session

Day 2 began with

**Add documents as Annexes if needed**

Certificates of participation were then awarded to each of the participants by



## Outcomes of the training-workshop

*Summary of scope of the workshop, issues presented, discussion and brainstorming highlights, conclusions.  
Summarise here the key points*

### Evaluation results

Evaluation form was distributed to the attendees (attached as Annex n) by the training team at the end of the training-workshop. Participants were asked to evaluate the organization, training, handouts and speakers.

*Brief description of the evaluation results.*

*Please mention the key findings from the evaluation questionnaire analysis, further guidance will be provided*

### Recommendations

*Brief description of recommendations taken after the training-workshop*

## Annex 1

**Name of the training**

**Country**

Date

Location

The overall objective of the Training is

1. Objective 1
2. Objective 2
3. Objective 3

### **Training program (this is an example, insert yours)**

Session	Start	Duration	Resource person/ Facilitator
<b>Day 1: (date) Topic</b>			
9h -9h30 Registration			
9h30-10h Opening and introduction			
10h-10h30			
10h30-11h			
Break			
11h-12h			
12h-13h			
Lunch			
14h-15h			
15h-16h			
Break			
16h30-17h Discussions			
Wrap-up Day 1			
<b>Day 2: (date) Topic</b>			

